

MINUTES OF THE MEETING
OF THE
CHICOPEE HOUSING AUTHORITY
JUNE 10, 2009

The Members of the Chicopee Housing Authority met in regular session on June 10, 2009 at 7 Valley View Court in the City of Chicopee, Massachusetts. The Meeting was called to order by the Chairperson at 6:00 p.m. Upon roll call those present were as follows:

Present:	Charles Swider	Absent:	Bruce Socha
	Chester Szetela		
	Brian Hickey		
	Tameika Raye'la Martinez		

NOTICE OF MEETING

Notice is hereby given that in accordance with Section 23B of Chapter 39, General Laws as amended that the annual meeting of the Members of the Chicopee Housing Authority will be held on June 10, 2009.

CERTIFICATION AS TO SERVICE OF NOTICE

I, Monica Pacello Blazic, the duly appointed, qualified and acting Secretary of the Chicopee Housing Authority do certify that on December 12, 2008 I filed in the manner provided by Sec 23B. Chapter 39, General Laws, as amended with the Clerk of the City of Chicopee, Massachusetts. I filed said notice with a Member of the office staff in the City Clerk's office.

Also in attendance were the following: Secretary Monica Pacello Blazic, Assistant Executive Director, Patricia Murry, Finance Director Denis Vermette, Maintenance Operations Manager David Dymek, Modernization Coordinator, Robert Kachinski, and Carmen Estrada, Recording Secretary.

Upon a motion made by Chester Szetela which was seconded by Brian Hickey, it was unanimously voted to accept the Minutes of the Meeting held on May 13, 2009, without being read.

The Treasurer distributed copies of reports regarding the summary of operations and operating statements for the period ending April 30, 2009, which was then read by the Director of Finance.

Upon a motion made by Brian Hickey which was seconded by Chester Szetela, it was unanimously voted to approve payment of the bills.

CHECKS ISSUED

REVOLVING FUND/PAYROLL	63164 - 63315	\$474,003.04
SECTION 8	41034 - 41201	\$197,607.39

A tabulation of those bills to be paid is contained in the Member's folders.

Assistant Executive Director Patricia Murray gave the following reports:

Authority's share of Laundry Collections:

State Project 667C	\$ 749.50
Federal Projects MA 8-2&8-3	\$1,161.00

The funds were deposited into the appropriate accounts.

The amount of fraud collections for both State and Federal Developments was \$5,095.00..

Maintenance Operations Manager David Dymek reported that the department is working overtime on vacant units.

Mr. Dymek also reported that work is in progress on the community room and the library at Fairhaven Apartments.

Bruce Socha arrived at 6:10 p.m.

Modernization Coordinator Robert Kachinski reported on the following:

CABOT/CANTERBURY:

Surveillance cameras for both Cabot and Canterbury have been advertised. RFP's are due in two weeks.

Exterior door and screen work is ½ complete. Only two doorways have found to have termite damage.

FAIRHAVEN:

Repairs and waterproofing to 14 concrete balconies is approximately Half complete.

SENECAL:

Bid opening for the \$2.5 million heat/hot water pipe replacement project is scheduled for June 25, 2009.

Upon a motion made by Chester Szetela which was seconded by Brian

Hickey, it was unanimously voted to accept the committee reports as given.

The following resolution was introduced by Bruce Socha, read in full and considered.

RESOLUTION NO. 4873

Whereas, the Chicopee Housing Authority received the following seven (7)

proposals for asbestos abatement in the tunnels at Leo P. Senecal Apartments: and

Whereas, after review of the bids by staff, the contractor who meets the terms of the bid and was selected is AccuTech Insulation & Contracting, Inc.

FIRM

TOTAL BID PRICE

AccuTech Insulation & Contracting, Inc.	\$45,210.00
Abide, Inc.	\$56,850.00
Compass Restoration Services, LLC	\$58,365.00
Acme Abatement Contractor, Inc.	\$66,200.00
Suburban Middlesex Insulation, Inc.	\$84,950.00
Baystate Contracting Services, Inc.	\$93,365.00
Air Quality Experts, Inc.	\$99,400.00

Now, therefore, be it hereby resolved by the Members of the Chicopee Housing Authority to award the bid to the firm of AccuTech Insulation & Contracting, inc

Bruce Socha moved that the foregoing resolution be adopted as introduced and read, which was seconded by Brian Hickey and upon roll call the “Ayes” and “Nays” were as follows:

AYES: Bruce Socha	NAYS: None
Brian Hickey	
Chester Szetela	
Tameika Raye’la Martinez	
Charles Swider	

The Chairperson thereupon declared said motion carried and said resolution adopted..

The following resolution was introduced by Bruce Socha, read in full and considered.

RESOLUTION NO. 4874

Whereas, the Chicopee Housing Authority received the following four (4) proposals for the tunnel drainage project at Leo P. Senecal Apartments:

FIRM.

TOTAL BID PRICE

Gardner Construction & Industrial Services	\$ 85,840.00
Harber Brothers, Inc.	\$ 89,900.00
Sovereign Builders	\$124,352.00
Clayton Davenport Trucking	\$182,700.00; and

Whereas, after review of the bids by staff, the contractor who meets the terms of the bid and was selected is Gardner Construction & Industrial Services.

Now, therefore, be it hereby resolved by the Members of the Chicopee Housing Authority to award the contract to the firm of Gardner Construction & Industrial Services.

Bruce Socha moved that the foregoing resolution be adopted as introduced and read, which was seconded by Chester Szetela and upon roll call the "Ayes" and "Nays" were as follows:

AYES: Bruce Socha	NAYS: None
Chester Szetela	
Brian Hickey	
Tameika Raye'la Martinez	
Charles Swider	

The Chairperson thereupon declared said motion carried and said resolution adopted.

The following resolution was introduced by Chester Szetela, read in full and considered.

RESOLUTION NO. 4875

Whereas, the Chicopee Housing Authority received the following three (3) proposals for air quality testing in the tunnels at Leo P. Senecal Apartments:

<u>FIRM</u>	<u>TOTAL BID PRICE</u>
ATC Associates, Inc.	\$4,530.00
American Environmental Consultants, Inc.	\$7,500.00
O'Reilly, Talabot & Okun Associates	\$5,250.00; and

Whereas, after review of the bids by staff, the contractor who meets the terms of the bid and was selected is ATC Associates, Inc.

Now, therefore, be it hereby resolved by the Members of the Chicopee Housing Authority to select the firm of ATC Associates, Inc.

Chester Szetela moved that the foregoing resolution be adopted as introduced and read, which was seconded by Bruce Socha and upon roll call the "Ayes" and "Nays" were as follows:

AYES: Chester Szetela	NAYS: None
Bruce Socha	
Brian Hickey	
Tameika Raye'la Martinez	
Charles Swider	

The Chairperson thereupon declared said motion carried and said resolution adopted.

The following resolution was introduced by Bruce Socha, read in full and considered.

RESOLUTION NO. 4876

Whereas, the Chicopee Housing Authority received the following three (3) proposals to replace the locksets at the elderly buildings and the basements at Cabot Manor Apartments (AMP 8-1):

<u>FIRM</u>	<u>TOTAL BID PRICE</u>
Northeastern Commercial Services, LLC	\$5,200.00
J. D.L. of Franklin County, Inc.	\$5,400.00
Kurtz, Inc.	\$7,854.00; and

Whereas, after a review of the bids by staff, the contractor who meets the terms of the bid and was selected is Northeastern Commercial Services, LLC.

Now, therefore, be it hereby resolved by the Members of the Chicopee to select the firm of Northeastern Commercial Services, LLC.

Bruce Socha moved that the foregoing resolution be adopted as introduced and read, which was seconded by Brian Hickey and upon roll call the "Ayes" and "Nays" were as follows:

AYES: Bruce Socha Brian Hickey Chester Szetela Tameika Raye'la Martinez Charles Swider	NAYS: None
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The Chairperson thereupon declared said motion carried and said resolution adopted.

The Housing Authority is in receipt of a request for payment from the firm of J.D.L. of Franklin County, Inc in the amount of \$33,846.00 for the removal and replacement of exterior doors at Cabot Manor Apartments (AMP 8-1). This invoice is in accordance with the terms of the contract requirements.

Upon a motion made by Brian Hickey which was seconded by Chester Szetela, it was unanimously voted to approve payment as requested above.

The Housing Authority is in receipt of an invoice for payment from the firm of Alpha Contracting Assocs. in the amount of \$26,700.00 for interior door replacement work at Cabot Manor Apartments (AMP 8-1). This invoice is in accordance with the terms of the contract requirements.

Upon a motion made by Bruce Socha which was seconded by Chester Szetela, it was unanimously voted to approve payment as requested above,

The following resolution was introduced by Chester Szetela, read in full and considered.

RESOLUTION NO. 4877

Whereas, the staff has submitted a Certificate of Final Completion for the firm of Alpha Contracting Assocs. for interior door replacement work at Cabot Manor Apartments (AMP 8-1).

Now, therefore, be it hereby resolved by the Members of the Chicopee Housing Authority to approve the Certificate of Final Completion as submitted by the firm of Alpha Contracting Associates, Inc. for the interior door replacement work at Cabot Manor Apartments (AMP8-1).

Chester Szetela moved that the foregoing resolution be adopted as introduced and read, which was seconded by Bruce Socha and upon roll call the "Ayes" and "Nays" were as follows:

AYES: Chester Szetela	NAYS: None
Bruce Socha	
Brian Hickey	
Tameika Raye'la Martinez	
Charles Swider	

The Chairperson thereupon declared said motion carried and said resolution adopted.

The Housing Authority is in receipt of an invoice for payment from Valley Opportunity Council for the After School Program at Cabot Manor Apartments (AMP-8-1) for allowable expenses for May, 2009. This invoice is in accordance with the terms of the contract requirements.

The Secretary gave a verbal report indicating that the invoice for the above payment has not yet been received.

Upon a motion made by Bruce Socha which was seconded by Brian Hickey, it was unanimously voted to table the above matter until the next meeting.

The following resolution was introduced by Chester Szetela, read in full and considered.

RESOLUTION NO. 4878

Whereas, the Housing Authority is in receipt of a Change Order request from Village Forge Inc., the contractor repairing the fourteen balconies at Fair Haven Apartments.

Now, therefore, be it hereby resolved by the Members of the Chicopee Housing Authority to approve Change Order #1 as submitted by the firm of Village Forge, Inc. The change order request will increase the contract sum by \$1017.90 and is necessary in order to provide a more suitable material for the balcony repair work. This change order request does comply with the terms of the contract requirements.

Chester Szetela moved that the foregoing resolution be adopted as introduced and read, which was seconded by Bruce Socha and upon roll call the "Ayes" and "Nays" were as follows:

AYES: Chester Szetela	NAYS: None
Bruce Socha	
Brian Hickey	
Tameika Raye'la Martinez	
Charles Swider	

The Chairperson thereupon declared said motion carried and said resolution adopted.

The Housing Authority is in receipt of an invoice for payment from Valley Forge, Inc., in the amount of \$31,720.50 for the repair of fourteen balconies at Fair Haven Apartments.

Upon a motion made by Bruce Socha which was seconded by Chester Szetela, it was unanimously voted to approve payment as requested above, which is in accordance with the terms of the contract requirements.

The Housing Authority is in receipt of an invoice for payment from the firm of Gardner Construction & Industrial Services, Inc. for termite damage repair work at front and rear doorways at Cabot Manor Apartments (AMP8-1) in the amount of \$3,055.20.

Upon a motion made by Chester Szetela which was seconded by Brian Hickey, it was unanimously voted to approve payment as requested above, which is in accordance with the terms of the contract requirements.

The following resolution was introduced by Brian Hickey, read in full and considered.

RESOLUTION NO. 4879

Whereas, the staff has submitted the Actual Comprehensive Grant Cost Certificate for the 2006 Comprehensive Grant Program (CGP).

Now, therefore, be it hereby resolved by the Members of the Chicopee Housing Authority to approve the Actual Comprehensive Grant Cost Certificate submitted to HUD for the 2006 Comprehensive Grant Program (CGP) certifying that all modernization work in connection with the CGP has been completed and the entire modernization cost/liabilities incurred by the CHA have been paid.

Brian Hickey moved that the foregoing resolution be adopted as introduced and read, which was seconded by Chester Szetela and upon roll call the "Ayes" and "Nays" were as follows:

AYES: Brian Hickey	NAYS: None
Chester Szetela	
Bruce Socha	
Tameika Raye'la Martinez	
Charles Swider	

The Chairperson thereupon declared said motion carried and said resolution adopted.

The following resolution was introduced by Chester Szetela, read in full and considered.

RESOLUTION NO. 4880

Whereas, he City of Chicopee and the Chicopee Housing Authority have finalized the Pilot Tax Agreement for State Housing Projects 200 and 705.

Now, therefore, be it hereby resolved by the Members of the Chicopee Housing Authority to approve the Cooperation Agreement -- Pilot Agreement between the CHA and the City of Chicopee, establishing the annual payment the CHA pays to the City for city services in lieu of taxes.

Chester Szetela moved that the foregoing resolution be adopted as introduced and read, which was seconded by Brian Hickey and upon roll call the "Ayes" and "Nays" were as follows:

AYES: Chester Szetela	NAYS: None
Brian Hickey	
Bruce Socha	
Tameika Raye'la Martinez	
Charles Swider	

The Chairperson thereupon declared said motion carried and said resolution adopted.

The following resolution was introduced by Chester Szetela, read in full and considered.

RESOLUTION NO. 4881

Whereas, staff has prepared the list of vacated accounts from the State aided developments which are to be written off in accordance with DHCD regulations.

Now, therefore, be it hereby resolved by the Members of the Chicopee Housing Authority to approve the following vacated accounts as they are determined to be uncollectible in accordance with DHCD regulations:

Project 200-1	\$20,454.43
Project 705-1	\$ 1,916.04
Project 667C	<u>\$ 1,822.82</u>
Grand Total	\$24,193.25

Chester Szetela moved that the foregoing resolution be adopted as introduced and read, which was seconded by Bruce Socha and upon roll call the “Ayes” and “Nays” were as follows:

AYES: Chester Szetela Bruce Socha Brian Hickey Tameika Raye’la Martinez Charles Swider	NAYS: None
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The Chairperson thereupon declared said motion carried and said resolution adopted.

The following resolution was introduced by Brian Hickey, read in full and considered.

RESOLUTION NO. 4882

Whereas, staff has prepared the list of vacated accounts from the Federal aided developments which are to be written off in accordance with HUD regulations.

Now, therefore, be it hereby resolved by the Members of the Chicopee Housing Authority to approve the write off of the following vacated accounts as they have been determined to be uncollectible In accordance with HUD regulations:

Cabot Manor Apts. MA 8-1	\$ 2,065.86
Memorial Apts. MA 8-2	\$ 912.82
Canterbury Arms Apts. MA 8-3	<u>\$ 1,486.96</u>

Grand Total

\$ 4,465.74

Brian Hickey moved that the foregoing resolution be adopted as introduced and read, which was seconded by Bruce Socha and upon roll call the "Ayes" and "Nays" were as follows:

AYES: Brian Hickey

NAYS: None

Bruce Socha

Chester Szetela

Tameika Raye'la Martinez

Charles Swider

The Chairperson thereupon declared said motion carried and said resolution adopted.

The following resolution was introduced by Chester Szetela, read in full and considered.

RESOLUTION NO. 4883

Whereas, the staff has prepared the Federal budget for FY2010 for approval by the Board of Commissioners for submission to the U.S. Department of Housing & Urban Development.

Now, therefore, be it hereby resolved by the Members of the Chicopee Housing Authority to approve the Federal Budget for Fiscal Year 2010 as presented; and

Be it further resolved to authorize the Chairperson Charles N. Swider to execute said budget for and on behalf of the Authority.

Chester Szetela moved that the foregoing resolution be adopted as introduced and read, which was seconded by Bruce Socha and upon roll call the "Ayes" and "Nays" were as follows:

AYES: Chester Szetela

NAYS: None

Bruce Socha

Brian Hickey

Tameika Raye'la Martinez

Charles Swider

The Chairperson thereupon declared said motion carried and said resolution adopted.

Riccardo Tota has tendered his retirement paperwork effective June 1, 2009. Mr. Tota has been employed at the Housing Authority for 21 years as a Maintenance Aide.

Upon a motion made by Chester Szetela which was seconded by Bruce Socha, it was unanimously voted to accept the resignation of Mr. Tota. The Director was instructed to send a letter to Mr. Tota thanking him for his service.

The following resolution was introduced by Bruce Socha, read in full and considered.

RESOLUTION NO. 4884

Whereas, the staff has prepared a contract for AccuTech Insulation & Contracting, Inc. in the amount of \$45,210.00 for asbestos abatement in the tunnels at Leo P. Senecal Apartments.(Note: On 6-10-09 the bid was protested by one of the other bidders for the project. The Attorney General was contacted - does not agree with protest claim. The CHA will continue with AccuTech until a final decision has been issued.); and

Whereas, Modernization Coordinator Robert Kachinski gave a verbal report regarding the protest.

Now, therefore, be it hereby resolved by the Members of the Chicopee Housing Authority to enter into a contract with the firm of AccuTech Insulation & Contracting, Inc. (lowest responsible bid) 100 State Street, Ludlow, MA 01056 for asbestos abatement work in the tunnels of Leo P. Senecal Apartments, Project 200-1 for the total sum of \$45,210.00; and

Be it further resolved to authorize the Chairperson Charles M. Swider to execute said contract for and on behalf of the Authority.

Bruce Socha moved that the foregoing resolution be adopted as introduced and read, which was seconded by Chester Szetela and upon roll call the "Ayes" and "Nays" were as follows:

AYES: Bruce Socha	NAYS: None
Chester Szetela	
Brian Hickey	
Tameika Raye'la Martinez	
Charles Swider	

The Chairperson thereupon declared said motion carried and said resolution adopted.

The following resolution was introduced by Brian Hickey, read in full and considered.

RESOLUTION NO. 4885

Whereas, the staff has prepared a contract for Gardner Construction & Industrial Services Inc. in the amount of \$85,840.00 for tunnel drainage and associated work at Leo P. Senecal Apartments.

Now, therefore, be it hereby resolved by the Members of the Chicopee Housing Authority to enter into a contract with the firm of Gardner Construction & Industrial Services (lowest responsible bid) 47 Olivine St., Chicopee, MA 01013 for the tunnel drainage at Leo P. Senecal Apts., Project 200-1 for the total sum of \$85,840.00; and

Be it further resolved to authorize the Chairperson Charles M. Swider to execute said contract for and on behalf of the Authority.

Brian Hickey moved that the foregoing resolution be adopted as introduced and read, which was seconded by Bruce Socha and upon roll call the "Ayes" and "Nays" were as follows:

AYES:	Brian Hickey	NAYS:	None
	Bruce Socha		
	Chester Szetela		
	Tameika Raye'la Martinez		
	Charles Swider		

The Chairperson thereupon declared said motion carried and said resolution adopted.

The following resolution was introduced by Chester Szetela, read in full and considered.

RESOLUTION NO. 4886

Whereas, the staff has prepared a contract for ATC Associates, Inc. in the amount of \$4,530.00 for air quality testing in the tunnels at Leo P. Senecal Apartments.

Now, therefore, be it hereby resolved by the Members of the Chicopee Housing Authority to enter into a contract with the firm of ATC Associates, Inc. to perform air quality testing in the tunnels at Leo P. Senecal Apartments, Project 200-1 for the total sum of \$4,530.00; and

Be it further resolved to authorize the Chairperson Charles M. Swider to execute said contract for and on behalf of the Authority.

Chester Szetela moved that the foregoing resolution be adopted as introduced and read, which was seconded by Bruce Socha and upon roll call the “Ayes” and “Nays” were as follows:

AYES: Chester Szetela	NAYS: None
Bruce Socha	
Brian Hickey	
Tameika Raye’la Martinez	
Charles Swider	

The Chairperson thereupon declared said motion carried and said resolution adopted.

The following resolution was introduced by Bruce Socha, read in full and considered.

RESOLUTION NO. 4887

Whereas, the staff has prepared a contract for Northeastern Commercial Services, LLC in the amount of \$5,200.00 for the removal and installation of locksets for the elderly buildings and basements at Cabot Manor Apartments (AMP8-1).

Now, therefore, be it hereby resolved by the Members of the Chicopee Housing Authority to enter into a contract with the firm of Northeaster Commercial Services, LLC (lowest responsible bid) 140 Alfred Drive, Pittsfield, MA 01201 to replace the locksets in the elderly buildings and basements at Cabot Manor Apartments (AMP8-1) for the total sum of \$5,200.00; and

Be it further resolved to authorize the Chairperson Charles M. Swider to execute said contract for and on behalf of the Authority.

Bruce Socha moved that the foregoing resolution be adopted as introduced and read, which was seconded by Chester Szetela and upon roll call the “Ayes” and “Nays” were as follows:

AYES: Bruce Socha	NAYS: None
Chester Szetela	
Brian Hickey	
Tameika Raye’la Martinez	
Charles Swider	

The Chairperson thereupon declared said motion carried and said resolution adopted.

The following resolution was introduced by Bruce Socha, read in full and considered.

RESOLUTION NO. 4888

Whereas, the Housing Authority seeks approval from the Board to sell the 2000 Ford F-250 Maintenance Truck to the City of Chicopee Department of Public Work for the amount of \$1,250.00.

Now, therefore, be it hereby resolved by the Members of the Chicopee Housing Authority to approve the sale of the 2001 Ford f-250 truck to the City of Chicopee Department of Public Works for the amount of \$1,250.00

Bruce Socha moved that the foregoing resolution be adopted as introduced and read, which was seconded by Brian Hickey and upon roll call the "Ayes" and "Nays" were as follows:

AYES: Bruce Socha	NAYS: None
Brian Hickey	
Chester Szetela	
Tameika Raye'la Martinez	
Charles Swider	

The Chairperson thereupon declared said motion carried and said resolution adopted.

Upon a motion by Bruce Socha which was seconded by Brian Hickey, it was unanimously voted to enter into Executive Session at 6:50 p.m. to discuss the contract content for the Executive Director's new contract. Contract approval will occur once agreement is reached.

Upon a motion made by Bruce Socha which was seconded by Brian Hickey, it was unanimously voted to end Executive Session at 7:45 p.m. and return to the regular order of business.

Upon a motion made by Brian Hickey which was seconded by Tameika Raye'la Martinez to accept the Executive Director's contract which will be executed at the next meeting.

There being no further business to come before the meeting, upon a motion made by Chester Szetela which was seconded by Bruce Socha, it was unanimously voted to adjourn at 7:50 p.m. The next regular meeting will be held on Wednesday, July 8, 2009 at 6:00 p.m.

ADJOURN:

CARMEN N. ESTRADA, RECORDING SECRETARY